

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Recreation Services Worker	Job Family: 6
General Classification: Front-Line	Job Grade: 10

Definition: To perform a variety of routine maintenance and custodial duties to maintain the orderliness of assigned rooms, buildings and related City-owned recreation facilities.

Supervision Received and Exercised: Receives general supervision from a Recreation Supervisor or Recreation professional staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Set up and take down equipment to prepare facilities for classes, events, programs, meetings, etc.
2. Perform minor maintenance or repairs on appliances or equipment such as replacing light bulbs; maintain inventory records, determine need and order supplies, as necessary.
3. Unlock and lock entrances to buildings; check buildings for security.
4. Inspect buildings for safety, fire and sanitary hazards.
5. Assist personnel in moving or rearranging furniture, desks and other equipment.
6. Set up audio-visual equipment.
7. Transport equipment, tables/chairs from one facility to another.
8. Sweep walkways and other routine grounds work.
9. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Minor facility/building maintenance and repair techniques; minor cleaning materials; equipment and tools used in facility maintenance; and safe work practices.

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Ability to: Maintain inventory records of needed facility supplies; read and interpret diagrams for recreational activity event set-ups; use tools required in minor facility maintenance work; understand and follow oral and written instructions; perform heavy manual work; care for assigned areas and equipment; and establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: No experience required. Training equivalent to the completion of the 12th grade.

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

Established October 1991 (F)

Revised May 1995

CLASS SPECS

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